Mason County Senior Activities Center

Job Description

Office Assistant

Purpose: To act as a representative of the Mason County Senior Activities Association by assisting with Office and Clerical functions to support the Staff at the MCSAA Center. Our Volunteers are vital for organizing our Senior Center and ensuring that events run smoothly. Office/Clerical volunteers are expected to act with integrity and maintain the confidentiality of information that they may have access to.

Time: Approximately 3-4 hours (usually in the afternoon)

Duties:

* Provide excellent customer service using appropriate professional and friendly interpersonal skills.
* Ensure that you communicate effectively with staff and other volunteers to coordinate efforts and work efficiently
* Make sure you have signed in on the Center’s Kiosk as attending the center and for your volunteer hours.
* Make Excel Spread sheets, Type documents in Office, make posters in Publisher as directed by the Staff
* Print “Thank You” cards from the Office Template & address them as directed by the Staff
* Enter Membership data into a computer program as directed by the Staff
* Make or take calls as directed by the Staff
* Take initiative to bring new ideas to make us more efficient and bring growth to the Center
* Communicate with the Center staff to schedule volunteer time so the Staff /computers/office space are accessible & available
* Report any problems ASAP to the Staff at the Center

 Revised October 06, 2015

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